

## **ASSISTANT ANIMAL CONTROL OFFICER**

### **SUMMARY**

The Assistant Animal Control Officer is civilian nonsworn personnel who works under the direction of the Animal Control Officer and the Chief of Police. This person is charged with the enforcement, inspection, and supervision of enforcing all relevant status and by-laws as they relate to the control and regulations of animals within the Town of Fairhaven as well as other work required. Also, will perform a variety of responsible duties which require significant judgement and discretion in dealing with the public interpreting and applying state laws and town by-laws.

### **DUTIES AND RESPONSIBILITIES**

1. Answer and respond to all calls from the public and Police Department.
2. Investigate animal-related complaints and concerns.
3. Capture loose and stray dogs and return them to their owners or the Animal Control Facility. Notify owners of the applicable laws and regulations regarding stray dogs and issue citations as necessary.
4. Examine dogs at the Animal Control Facility to determine health problems and seek proper veterinary care when required.
5. Maintain daily records of all animals at the Animal Control Facility and determine the disposition of the animals for either adoption or euthanization.
6. Respond to calls regarding ill or injured wild animals in the Town. At these calls determine the animals' health status, capture if needed, and if necessary properly euthanize the animal.
7. Inform and educate residents of the methods of preventing wildlife problems at their home or in their yard.
8. Investigate calls relevant to cruelty to animals and resolve these problems by educating owners or pursue complaints in court as necessary. Prepare reports on all incidents.
9. If an officer takes an animal or property into custody it will be done in accordance with the law.
10. Participate in "dog hearings" conducted by the Dog Hearings Officer of the Town of Fairhaven. Appear before boards, commissions, and courts as required.
11. Provide emergency care to injured animals and transport them to proper facilities.
12. Advise the Police and Fire Department of any applicable law changes and procedures in Animal Control.
13. Assist in the operation of the Town of Fairhaven's Animal Control Facility, ensuring safe conditions and proper care of all animals.
14. Conduct animal vaccination clinics for residents.
15. Participate in various safety programs to educate the public on rabies and other health or community issues.
16. Attend training conferences, seminar workshops, and meetings.
17. Perform other duties as assigned or required.

## **SKILLS & KNOWLEDGE**

1. Working knowledge of state and local laws pertaining to wild and domestic animals with an emphasis on statutes relating to animal restraint, cruelty, neglect, and licensing.
2. Knowledgeable about common diseases that afflict livestock, wild, and domestic animals.
3. Must possess a valid Massachusetts Driver's License and be eligible to obtain a Firearms Identification Card if needed.
4. Possess good oral and written communication skills.
5. Possess excellent customer service skills.]
6. Receive certification through ACOAM (Animal Control Officers of Massachusetts)